



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.5.30	Subject: RETENTION OF OFFENDER HEALTH RECORDS	
Chapter 4: FACILITY/PROGRAM SERVICES		Page 1 of 1
Section 5: Health Care		Revision Date:
Signature: /s/ by Director Rick Day 1/5/98		Effective Date: May 1, 1998

I. POLICY:

It is the policy of the Department of Corrections to retain and store health care records of offenders released from incarceration in Department facilities and programs in a manner that allows the record to be retrieved.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of Department of Corrections

Title 50, Chapter 16, MCA. Health Care Information

National Commission on Correctional Health Care:

- Standards for Health Services in Prison, 1997
- Standards for Health Services in Juvenile Detention and Confinement Facilities, 1995

III. DEFINITIONS:

None.

IV. PROCEDURE:

- The health care record of offenders released from the Department's custody must be retained in the facility/program medical records area for five years after release to parole or discharge in accordance with DOC 1.5.8, Offender Records Retention.
- Inactive health care records must be stored in a manner that protects the confidentiality of the information contained in the record and prevents unauthorized release of confidential health care information.

V. CLOSING:

Questions concerning this policy shall be directed to the Department Health Services Manager.